



FAIRFAX

SINCERITAS LABORIS



INDUCTION BOOKLET
2026-27

PART OF THE FAIRFAX MULTI-ACADEMY TRUST





CONTENTS

WELCOME FROM THE CEO



Mr Simon Jones | CEO

We are delighted that you are considering sending your child to Fairfax Academy. Fairfax is one of a family of four academies that form the Fairfax Multi-Academy Trust (FMAT).

Established in 2014, FMAT is an educational charity, which encourages its academies to celebrate their own uniqueness, whilst sharing one mission, vision and set of values.

Our mission is “Enriching Lives; Transforming Futures”. We achieve this by ensuring all of our students access a broad and wide-ranging curriculum, while being supported in a structured, kind and caring environment.

Our vision is that every child within the Trust, regardless of their background, will attend an Academy that offers a high-quality education.

What do we mean by ‘high-quality of education’?

Every child is recognised as an individual and has access to first-class pastoral care because we want your child to be happy;

Every child benefits from a wide range of enriching opportunities because we place great emphasis on your child’s personal development;

Every child benefits from dedicated leaders, teachers and staff who are relentless in their ambition to improve the quality of teaching in our academies because we know excellent teaching is key to transforming the futures of our students.

OUR VISION

ENRICHING LIVES; TRANSFORMING FUTURES

OUR VALUES

Our family is a values led organisation. The following values underpin all of the work we do:



EXCELLENCE

We strive for the highest quality to ensure excellent outcomes and personal achievements.



DEDICATION

We believe there is dignity in hard work and effort.



TRADITION

We believe in good manners, kindness and respect.



INTEGRITY

We believe in openness, honesty and have a real sense of moral purpose.



AMBITION

We aim to be the best that we can be, in all that we do.



“The school is led exceptionally well. All leaders are unified in their vision for the school.”

Ofsted | May 2024



FAIRFAX
SINCERITAS LABORIS



A very warm welcome to Fairfax from all the staff at the Academy; we are delighted that your child is joining us in September, and look forward to seeing him/her develop both personally and academically.

We appreciate that this is a daunting time for both parents/carers and students, but very much hope that you will find the transition a smooth one.

I feel both incredibly humbled and proud to be the Principal of Fairfax Academy and it is something I do not take for granted. In the past year we have continued to make great strides forward in ensuring the personal development of all of our students continues to be exemplary

Our Routines for Learning are key here (please read in detail further in this pack).

All staff at Fairfax are inspired by our students' achievements and the pride they take in every aspect of school life. We set ourselves the highest standards in behaviour and uniform.

Our values of Ambition, Respect for one another, Kindness and Safety are integral to our daily routines, and we are confident they will enable your child to experience a bright and positive future at Fairfax.

I am a firm believer in hard work, and that with hard work comes reward. Fairfax Academy's mantra, 'Sinceritas Laboris', the purity of labour, is fundamental to our success, and I truly believe that if your child takes advantage of all the opportunities Fairfax Academy offers, and works hard, they will reap the rewards.

MR S CASTLE
PRINCIPAL

WELCOME FROM THE PRINCIPAL

INTRODUCTION

The purpose of this booklet is to provide you with plenty of information to help put your mind at ease for the upcoming transition of your child's education at Fairfax.

We would like to invite your child to attend a transition day taking place on Wednesday, 2 July. During this day, your child will be involved in various activities to help familiarise themselves with the school and the teachers. They will also have the opportunity to meet with their Head of Year, Assistant Head of Year, Head of House and Assistant Head of House.

Please ensure that your child arrives at Fairfax ready for 8.30am wearing their current primary school uniform and meets in the Reception area. Students will finish school at 3.10pm and we ask that you collect your child from the canopied area, at the rear of the school, accessed via the Reddicap Heath Road entrance. You will also leave the school using the same exit. If you wish, your child may be allowed to walk home by themselves or with their older sibling(s) at Fairfax.

On this Transition Day your child will be provided with a school meal, and you may wish to provide your child with a small healthy snack and drink of water for break time. They will need their usual school bag containing basic writing equipment.

- ☎ 0121 378 1288
- ✉ post@fairfax.fmat.co.uk
- 🌐 www.fairfax.bham.sch.uk



THE HOUSE SYSTEM

On entry to Fairfax, students are placed in one of four Houses; Coventry, Kenilworth, Stratford or Warwick. House Tutors and will work closely with students to support challenge, guide them and encourage participation in the range of extra-curricular activities. The House system generates a sense of identity which, we feel, helps students to develop leadership skills, loyalty, responsibility and healthy competition. Each House has a Head of House and Assistant Head of House who lead and support the House tutors in ensuring that all students maximise their potential participation.

The House system encourages healthy competition in the following four areas:

Sports Competition - Every half term at Fairfax, House sports competitions take place. Students in each year group are encouraged to participate in a wide variety of sports. Points for these competitions culminate with those for the annual House Swimming Gala and the House Athletics Championship. These all contribute towards the House Sports Trophy.

Arts: The annual Eisteddfod celebrates creativity across the curriculum and is made up of a variety of events such as Art, Photography, Creative Writing and Food. The final events of Dance, Drama, Music and Spoken Word take place over two performance evenings, which are a fantastic highlight of the Fairfax Calendar! There are also House Spelling Bee and House Chess competitions.

Charity: Each year Houses will vote on their own charity. Within Charity Week students will take part in a number of events to raise as much money for their chosen charity as possible. The Academy also hosts an annual "Fairfax has Got Talent" event. The money raised from this goes to either Comic Relief or Sport Relief.

Academic: The Academy's merit system rewards students for exceptional effort and achievement. At regular points throughout the year, Heads of Year monitor progress, both academically and personally, and award points for outstanding progress.

“ Personal development is provided for exceptionally well.

Ofsted | May 2024





English
 Mathematics
 Science
 Modern Foreign Languages
 History
 Geography
 Art
 Drama
 Music
 Design Technology
 Food
 Business and Computing
 PE
 Guidance
 Religious Education

YEAR 7 STUDENTS WILL STUDY:



STUDENT SUPPORT

Your child is encouraged to report to the Year 7 Office where a member of the year team will be able to help, if they have any concerns.

We do our utmost to ensure that your child is happy and safe at Fairfax and that you share these feelings. Your child is encouraged to report any concerns to their form tutor in the first instance and where necessary, the year team will be on hand to support with this.

We regularly communicate to all parents via our 'In The Know' newsletter which includes the subject leader emails for subject specific issues.

If you have any further concerns, please contact your child's Assistant Head of Year, Mrs Whittham, in the first instance and they will be able to assist with your concern or will refer to Mr Porter, Head of Year.

We do our best to prevent issues occurring and we will deal with concerns as quickly and thoroughly as possible. If you wish to speak to a member of staff in person, please bear in mind that due to teaching commitments it is not always possible to meet with a staff member without making an appointment. Please contact the school to arrange this.

Students have a one week timetable and there are 25 lessons per week, each lasting one hour in length.

A calculator is essential for Mathematics and the recommended model is the Casio FX 85GT.

Students have PSHE (*Personal, Social, Health and Economic*) lessons as statutory learning throughout the year. This also covers Relationships and Sex Education (RSE); and careers guidance via in house provision and external enrichment providers. Students will develop their learning into KS4 and KS5

with a Personal Development programme of study.

All groups are made up of students with mixed abilities except for Mathematics and Science. Setting in target groups for Mathematics and Science, based on KS2 data will take place in September.

There are a huge range of ever changing extra-curricular opportunities, including sports, homework club, gardening club, science awards, languages, drama and many others. Further details regarding extra-curricular activities will be published during the first term.

CURRICULUM

SPECIAL EDUCATIONAL NEEDS

At Fairfax we believe in inclusion and progress for all our students. Our SEND students are fully included in all aspects of school life from the Maths classroom to ski trips and DofE. Where reasonable adjustments need to be made to enable this to happen, they are. All of our students are encouraged to develop the skills they require to play an integral role in society and to become valuable contributors to it.

Highly trained teaching assistants support learning within the classroom and within small group sessions.

The team is led by the SENDCO, Mrs Corbett, along with Mrs Button, Assistant SENDCO, who both work closely with our parents/carers, staff and students to ensure that all students achieve their full potential.

If you have any concerns relating to Special Educational Needs and/or Disability, please do not hesitate to contact the SEND team either by email or via phone asking for Mrs Button/Mrs Corbett, in the first instance.

“

Fairfax is an **inclusive and thriving** school. Pupils enjoy coming to school and attend well.”

Ofsted May 2024





Did you know that 49% of children and young people think that reading is boring or that there is significant correlation between reading enjoyment, reading frequency and reading attainment?

The 'National Literacy Trust' found that 90% of students who only read books at school are either average or below average readers. They go on to say that: "Children who read for pleasure enjoy better opportunities throughout life because they have gained a richer vocabulary, more knowledge, critical thinking skills and a self-directed learning framework."

At Fairfax, we have the facilities to improve the reading of every child in the school, but we also need your support. From enjoying family reading time, discussing and reflecting on books you have read together and listening to audio books, there are so many ways that you and your child can enjoy the reading experience.

One in five young people are still entering the workplace without the numeracy skills they need for success. We understand that as a parent/carer you want the best for your child and there are lots of ways you can support his/her numeracy skills at home.

Times tables are a fundamental part of everything that follows in Mathematics; a child who is confident with his/her times tables is quicker and more confident with the rest of his/her Mathematics. You can help your child by traditional methods such as chanting or testing. Additionally, you can play games to strengthen his/her skills or your child can help you in planning a journey, work out the cooking times for a roast dinner or totalling up your weekly shop at the supermarket. These will all aid to improving your child's numeracy skills and help him/her to see the mathematical links within everyday life.

All students must complete all set homework, coursework and assessments honestly and independently, producing work that displays their own understanding and not using/copying from AI or online answer generators.

“Pupils’ character is developed exceptionally well.”

Ofsted | May 2024



REWARDS AND DISCIPLINE

Our goal is to create a respectful and calm culture for all who attend Fairfax Academy. For this to happen, we place a high investment on ensuring students fully understand what is expected of them at all times, for all scenarios. We achieve this by having clear prescribed Routines of Learning which explain explicitly how to behave whilst in school. This is embodied in what we call 'The Fairfax Way' which is essentially stating 'how we do things here'. This is demonstrated by having:

- An environment where learners feel valued, safe and cared for.
- Polite, respectful and safe relationships between staff, students and parents/carers, where everyone thinks before acting and tries to understand the needs of others.
- A healthy, family atmosphere where people smile at each other.
- No swearing and no pushing.
- Smooth lesson transfers and calm out-of-classroom behaviour.
- No barriers between year groups or other groups.
- No litter.
- Respect for the working environment and all those working within this environment.

It is important for students to learn self-discipline and we feel that by working in partnership with parents/carers and giving students a firm lead, they can achieve this. Students who misbehave will be disciplined, not only for their own benefit, but for that of the other students.



Rewards

We believe that students having a positive attitude to their work and respecting all learners in the classroom will ensure that they are learning effectively and will stand them in good stead for all future employment.

At Fairfax, we reward positive behaviour in a variety of ways:

- Teachers will praise enthusiasm, effort and achievement by giving the students verbal praise.
- As an Academy we reward exceptional effort and achievement in the fundamentals of becoming an outstanding learner and sharing our key ARKS values. Merits may be earned for displaying effort in being Ambitious; being Respectful; being Kind; and being Safe. Merits can be earned by students of all ages/abilities.
- Being commended by a member of the Senior Leadership Team or the Academy Associates.



Consequences

At Fairfax we use a consequence system for negative behaviour. If a student displays inappropriate behaviour, he/she will face consequences which are used consistently by all staff and are listed below.

These consequences are clearly displayed in classrooms, main corridors and all other areas of the school that are used by students.

Mobile phones, mp3 players/iPods, earpieces, will be confiscated if they are seen and heard anywhere in school. A detention will be issued.

Mobile phones must not be used as per DfE Guidance. Further guidance will be found in our 2026/27 Home School Agreement.

Verbal warning

Recorded by the teacher

C1 Final verbal warning

Recorded by the teacher. Any further transgression will lead to a C2.

C2 30 minute detention

Detention will take place the same day (or next day if issued after 2.00pm). 2 C2s on the same day will be a 45 minute detention, 3 or more C2s will be a 60 minute detention. A message will be sent, where possible, advising parents/carers of detentions.

C3 Removal from lesson(s)

For serious offences or persistent disruption to teaching and learning students will be removed from the lesson.

Please refer to our [Behaviour and Discipline Policy](#) for further details, which can be found on the academy website.

“Pupils’ behaviour during break and lunch times is brilliant.”

Ofsted | May 2024



Fairfax is committed to maximising the attendance of all students during their education at the school. Students with frequent absences are being denied equality of opportunity. Your child should have a minimum of **97% attendance**.

Attendance is inextricably linked to success in all aspects of school life, including examinations, and regular school attendance is vital if students are to benefit from the experiences which the school offers them. Employers and other reference seekers value attendance and punctuality highly as an indicator of reliability.

ATTENDANCE

Parents/carers are reminded that the only acceptable reason for a student's absence is illness. If your child is unwell, please contact the school by 8:00am on the day of the absence. All unreported absences will receive an automated message informing you of your child's absence. We feel that this not only helps to ensure your child's safety at all times, but also helps improve school attendance.

Poor attendance will be investigated by our Attendance officer, who works closely with the School Police Liaison Officer ,Birmingham Children's Trust Early Help Team and a Local Authority Enforcement Team. Truancy is always noticed and will not be tolerated in any way. Please note that for safety reasons, students are not permitted to go home during break/lunch times.

LEAVE IN TERM TIME

The Government, Local Authority and Fairfax are working to stop unnecessary absences, especially term time holidays, as this disrupts learning. The Attendance Officer will send a 'Leave in Term Time' letter to all parents/carers at the start of every academic year to inform them that the Head of Academy is unable to authorise leave during term time except where there are exceptional circumstances.

Parents/carers must complete an '**Exceptional Leave in Term Time Request Form**' if they are considering taking their child out of school for a period of leave. These forms can be collected from Reception and must be returned to the Attendance Officer. Any holidays taken during term time, without permission will be recorded as 'unauthorised' and legal implications could occur.

Parents/carers are required to inform the Attendance Officer of medical and dental appointments in advance. We ask parents/carers to try to ensure that appointments are made outside of school hours, wherever possible. Parents/carers are also asked to ensure that, if appointments in school time are unavoidable, students attend school prior to the appointment and are returned to school afterwards. Please provide advance notice for any medical appointment that is made for your child during the school day and provide evidence of the appointment..

PUNCTUALITY

Students who arrive after 8.30am will be marked as late by the member of staff on duty.

Students who arrive to school after 8:45am must report and sign in at the Attendance Office located next to the Art room in A Block. Students who arrive late to school three times in a half term will receive a 60 minutes detention and for every late that follows.

Those students who neglect to sign in will be treated as absent on the attendance system and subsequently a truancy message will be sent to parents/carers. Those students with no reasonable explanation for arriving after 8:45am will receive a 'U' code (unauthorised late after AM registration) for that am registration mark. Once a student receives 20 'U' codes, legal action may be started by the Educational Welfare Officer.

Consequences will be issued to students who are late for their **8:30am registration**.

Please refer to our [Attendance Policy](#) for further details



Fairfax is committed to the highest standards in protecting the children entrusted to our care. We recognise that some children may be the victims of bullying, neglect, physical, sexual and emotional abuse. Staff working with the children are well placed to identify such abuse.

WHAT WILL WE DO IF WE HAVE A CONCERN ABOUT YOUR CHILD?

Families and children sometimes go through difficult and challenging times. For the vast majority of concerns we will work with you consensually to support you and your family with any issues. However if we are concerned that your child may be at risk of abuse or neglect we must follow the procedures in our Safeguarding and Child Protection Policy. A copy of this can be found on our web site.

The procedures have been written to protect all students; they comply with our statutory responsibilities and are designed to support students, families and staff. The procedures are based on the principle that the welfare of the child is the most important consideration.

In almost all circumstances, we will speak to you about our concerns as well as inform you if we feel we must refer our concerns to the Children’s Trust. We will request for your consent to put forward a referral, but in some circumstances we may need to make the referral against your wishes. We will only do this if we genuinely believe that this is the best way to protect your child, and it will be recorded that you did not provide consent for the referral. If we determine that contacting you in the first instance may jeopardize the

situation, we will report our concerns to the Children’s Trust and await further advice. We will normally tell you that a referral is being made and will record the reasons why we decided to follow this course of action.

All child protection records are kept securely and filed separately from your child’s general school file. The only staff that have access to these records are those who need to be informed about the concerns in order to protect and support your child.

Child protection is an extremely sensitive issue; it raises many questions and a range of strong emotions. We will ensure we do everything we possibly can to support our students and would like to assure you that any action taken will be in the best interests of your child.



Mrs Mace

Senior Designated Safeguarding Lead - Strategic



Mrs Colbourne

Designated Safeguarding Lead - Operational

Mrs Walsh

Deputy Designated Safeguarding Lead - Safeguarding Support

Mrs Franks

Deputy Designated Safeguarding Lead - Early Help



COMMUNICATION WITH PARENTS

We actively encourage all students to feedback their progress to parents/carers on a daily basis. If you have any concerns, please do not hesitate to contact your child's form tutor or your child's Assistant Head of Year.

At the beginning of the year you will receive a list of important information which will include:

- **Form Tutor contact details**
- **Year 7 Information Evening**
- **A parent meeting with subject teachers in the spring term**
- **Progress reports which are published at key points throughout the year**

We find that the MCAS app and emails are our most effective method of communication to relay information such as: student reports, trip letters, school events etc. To receive up-to-date information please ensure you provide us with your email address when completing your child's on-line form.

It is imperative that you notify the school of any changes to contact details immediately. This includes mobile/landline numbers, email address and home address. **A minimum of two contacts per child is required.**





UNIFORM STANDARDS

Black Blazer with Fairfax pocket badge

White collared shirt

Tie in House colours

Jumper/Cardigan is optional but must be v-neck

Plain black tailored trousers or Fairfax tailored skirt

- X no denim
- X cord
- X jersey

Plain black tailored shorts - **Summer Term 2 only**

Plain black or natural tights, black or white socks

Plain black shoes

- ✓ low heels
- ✓ black laces
- ✓ leather/leather look
- ✓ polishable
- X trainers
- X high tops
- X boots
- X canvas/fabric
- X coloured/white logos

Headscarves worn for religious purposes should be black

Natural hair colours only

- X adornments
- X extreme colours
- X No extreme haircuts
- X tramlines
- X shaved head

NO PIERCINGS!

We allow **one small stud** in each ear. Any other piercings are unacceptable. One watch only, no other jewellery. No smart watches.

SCHOOL COAT

- X denim
- X leather
- X fur

Fairfax-specific uniform is available to purchase from Clive Mark Schoolwear and Crested Schoolwear (Trutex Erdington and Sutton Coldfield), and this includes the full range of sports and PE kits. Fairfax-specific blazers are also available to purchase on-line from My Clothing, see details below.

All uniform, with the exception of the school blazer badge, school House tie and House sports polo-shirt, can be purchased from other retailers as long as they meet the uniform standard, for example, blazers purchased from Marks and Spencer or from Asda are acceptable if the school badge is bought and sewn on.

We would ask parents/carers to support us in ensuring that their child wears the correct uniform and they present themselves appropriately and to a high standard.

Please be reminded to purchase the correct uniform for your child's House.

All outdoor clothing must only be worn outside and should not be worn during lessons or in the school building. Any student temporarily unable to wear the full or correct uniform should bring a dated note from their parent/carer and ask their Assistant Head of Year or Head of Year to date and countersign the note to avoid uniform sanctions.

Your child's Student Card will be signed for any uniform infringements.

Appropriate items of uniform will be loaned to the students as a short term measure only. If there are any medical reasons for your child being unable to wear the full or correct uniform, please provide your child's House Tutor with an appropriate medical note. If students are unsure about any aspect of the uniform policy, please ask them to speak with their Form Tutor or a member of staff in the Year 7 Office.

Uniform enquiries can be emailed to **FF-uniform@fairfax.fmat.co.uk**

- www.cresteduniform.co.uk
- www.clivemark.co.uk
- www.myclothing.co.uk

KEY CONTACTS



Mrs Colbourne
Operational Safeguarding
Lead & Yr7 SLT Link



My role is to care, guide and support. I am responsible for line managing Year 7, working with the Head of Year to ensure the wellbeing and progress of all students. I am also the Operational DSL Lead.



Mr Porter
Head of Year 7



I coordinate all transition arrangements for Year 6 to Year 7 to ensure a smooth and safe transition for all of our students. I promote, direct and monitor the wellbeing, progress and achievement of every student in Year 7, and intervene as appropriate, to ensure the success of all our students.



Mrs Whittam
Assistant Head of Year 7

I assist the Head of Years in the behaviour and achievement of students in Year 7. Together we help students settle into secondary school life and start on the road of success.



Miss Daniels
Student Support
Administrator



I am the Student Support Administrator supporting the Heads of Year and Assistant Heads of Year.

SENIOR LEADERSHIP TEAM 2026-27

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PRINCIPAL

Mr S Castle

VICE PRINCIPALS

Mr S Roberts

Mr C Hetherington

ASSISTANT PRINCIPALS

Miss A Blake

Mrs J Mace

Mrs K Palmer

Mr S Rimmer

Mr B Hewitt



Miss Dyer
Head of Coventry House



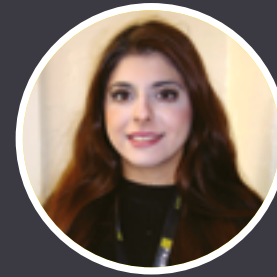
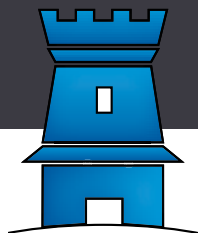
Welcome to Coventry. We are a House with a long tradition of success with victories in House sports and the House Swimming Championship. We hope to uphold this tradition in the coming year with your help! We will need your participation with a number of sporting and creative events, so if you are willing to perform, or play a number of different sports then we will be looking to you for next year's victories.



Mr Bibb
Head of Kenilworth House



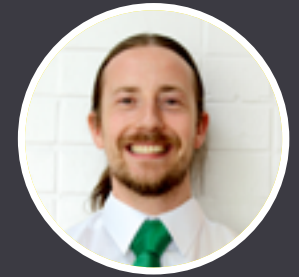
Welcome to Kenilworth! We are a high participating House who are also great supporters of each other's achievements. On stage and on the sports field we are a very talented House, one that you are going to love being part of as there is something for everyone to get involved in! As we like to say 'you don't have to be great to start, but you have to start to be great'.



Miss Ahmed
Head of Stratford House



Welcome to Stratford! In Stratford House, we believe in encouraging every student to make the most of the opportunities offered at Fairfax by using the talents that we know they have and that will benefit the House. There are many ways in which they are able to showcase their talents and also add to our House reputation for being champions of a variety of sporting competitions, including the annual Swimming Gala and prestigious House Athletics.



Mr Carty
Head of Warwick House



Welcome to Warwick! In Warwick House, we believe that every student has the potential to achieve great things. With determination, enthusiasm and the right opportunities, you will surprise yourselves with what you can accomplish. At Fairfax there are many opportunities to thrive; the annual Eisteddfod, House Sports, the Swimming Gala, talent shows and many more!





EXCELLENCE.
DEDICATION.
AMBITION.
INTEGRITY.
TRADITION.